



## North Carolina Department of Health and Human Services Office of the Controller

**Michael F. Easley, Governor**  
**Dempsey Benton, Secretary**

**Laketha M. Miller, Controller**

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### MEMORANDUM

TO: Directors  
Finance Officers  
Private Providers

FROM: Laketha M. Miller *Laketha M. Miller*

DATE: October 31, 2007

RE: Cost Reporting Training Sessions

Winter training dates for the Mental Health Cost Report have been set. A full day of hands-on computer training with the Access Cost Report application is recommended for those providers who have an accounting year end between 12/31/07 and 3/31/08. These are one day sessions with several days to choose from at each location.

Providers who came to the informational training sessions this summer got a brief look at the Mental Health Cost Report. Now it is time to see how the information being collected goes into the Cost Report application. These one day training sessions will be split into two parts. The morning session will consist of an overview of the application and its new look. It will also cover the supplemental worksheets (formerly called MoreForms) and service objectives. The afternoon session will provide participants an opportunity to complete a detailed training example by entering information from financial statements into the application, as well as reviewing the final information produced on the Schedule 2. Due to the enhancements made to the program, attending both the morning and afternoon sessions is recommended. If you have an unusual situation or circumstance in your operation, please bring the relevant data or supporting documentation with you for clarification. Time will be provided during each session for specific questions.

We have established training sites throughout the state. There will be two days to choose from in the Central Region, four days in the West, three days in the East and five days in Raleigh. All sessions will begin at 8:30 A.M. and end at 4:00 P.M.

Please register for training no later than November 27, 2007. Register on-line from the Controller's Office website at <http://www.ncdhhs.gov/control/amh/amhauth.htm>. Priority will be given to those providers with an accounting year end of 12/31/07 through 3/31/08; so please try to sign up early. We will be attempting

to have full sessions so your selection may be shifted if only a few people have signed up for a particular session. Your registration with the date will be confirmed by return e-mail a week to two weeks prior to the training session. Attendance will be limited to two (2) employees from each office. It is recommended the employees attending this training be the ones who are collecting and/or inputting the information into the application.

**The two days in the Central Region will be at the following location:**

**Grady P. Swisher Center**, 1251 Dudley Products Drive; Kernersville, NC 27284. Rooms 218 and 219 with a maximum of 20 participants in each room.

Sessions will be held December 18 and 19, 2007 from 8:30 am to 4:00 pm

**The three days in the Eastern Region will be at the following location:**

**Northeast Technology and Business Center (NC TeleCenter)**, 415 East Blvd., Williamston, NC 27892. The Martin Community College training room. There are 18 computers available at this location for a maximum of 18 participants.

Sessions will be held January 23, 24 and 25, 2008 from 8:30 am to 4:00 pm

**The four days in the Western Region will be at the following location:**

**Western Piedmont Community College**, 1001 Burkemont Avenue; Morganton, NC 28655-4504. Rooms 210 and 211 in Carr Hall, with a maximum of 20 participants per room.

Sessions will be held December 6 and 7, 2007 from 8:30 am to 4:00 pm  
Room 210 with a maximum of 20 participants per day.

Sessions will be held January 17 and 18, 2008 from 8:30 am to 4:00 pm  
Rooms 210 and 211 with a maximum of 40 participants per day.

**The five days in Raleigh will be at the following locations:**

**NC DOT Training Center**, 313 Chapanoke Road; Raleigh, NC 27603, in Room 201. Room 201 has 12 computers, 2 people per computer for a maximum of 24 participants.

Sessions will be held December 4<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup>, 2007 from 8:30 am to 4:00 pm

**Division of Information Resource Management (DIRM)**, 695 Palmer Drive, Dorothea Dix Campus, Raleigh, NC 27603. Room 247 of the Anderson Building with a maximum of 20 participants per room.

Session will be held January 8, 2008 from 8:30 am to 12:00 pm

**To register, go to the Controller's Office web site ([www.ncdhhs.gov/control/amh/amhauth.htm](http://www.ncdhhs.gov/control/amh/amhauth.htm)) and click on the Mental Health Cost Report Training Registration link.**

Please provide the following information: organization's name, employee's name, title, email address and phone number where they can be reached. We will also need to know the organization's accounting year end date and the date/location of the training the employee is going to attend. Again, attendance will be limited to two (2) employees from each organization to allow as many organizations to participate in the training as possible.

As mentioned previously, priority will be given to those providers with an accounting year end of 12/31/07 through 3/31/08. We may only be able to provide one computer during the afternoon sessions for all persons from the same organization. If your second attendee is an accounting firm, enter the firm name on the Organization line and continue to complete the form.

Remember to register for training no later than November 27, 2007. The 2007 Access Cost Reporting Users Manual is available on our website at: [www.ncdhhs.gov/control/amh/amhcost7.htm](http://www.ncdhhs.gov/control/amh/amhcost7.htm). You are welcome to print a copy and bring it with you to training. Copies will not be furnished at training.

For questions concerning registration, call Mike Thompson at (919)855-3681. We look forward to providing you with very informative training sessions this year. Thank you for your assistance and support.

**CONTACTS AND DIRECTIONS: Call these locations for driving directions only. Please utilize the complete addresses to get you to the city in which the training will take place and then use the particular information provided below – adjusting the instructions for the direction from which you are coming to the training.**

**Grady P. Swisher Center** – 1251 Dudley Products Drive; Kernersville, NC 27284 (336) 993-6780.  
Rooms 219 and 203 – [www.forsyth.tec.nc.us](http://www.forsyth.tec.nc.us).

**Traveling East on Business 40 to Kernersville**, take Exit 16 – Colfax (Left of Business 40 on Tr. 431). Turn right on Old Greensboro Road, then right on Dudley Products Drive and proceed to the Swisher Center.

**Traveling from East Mountain Street**, turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

**Traveling East on I-40**, take Highway 66 exit and proceed to Kernersville. Cross over Business 40 and turn right on East Mountain Street. Turn left on Route 421, then right on Old Greensboro Road at the Dudley Products Plant. Turn right on Dudley Products Drive and proceed to the Swisher Center.

**Western Piedmont** - 1001 Burkemont Avenue; Morganton, NC 28655-4504. Carr Hall, Rooms 210 and 211 - [www.wpcc.edu](http://www.wpcc.edu)

**Driving west on I-40 from Hickory**, take Exit #103 and turn right onto Burkemont Ave. WPCC is on the right, 1 block up.

**Driving east on I-40 from Asheville**, take Exit #103 and turn left onto Burkemont Ave. Cross the bridge over I-40, WPCC is on the right, 1 block up.

**Driving into Morganton on Hwy. 18 from Lenoir**, turn left onto South Sterling Street. Turn right at Burger King onto W. Fleming Dr. At NC School for the Deaf, turn left onto Burkemont Ave. WPCC is on the left at the second traffic light.

**Driving into Morganton on Hwy. 64 from Rutherfordton**, cross over I-40. WPCC is on the right, 1 block beyond I-40.

**NCTeleCenter** – 415 East Boulevard, Williamston, NC 27892 (252) 789-4900 – [www.nctelecenter.com](http://www.nctelecenter.com)

**From West (Raleigh/Rocky Mount/Tarboro, etc),** take New Hwy 64 but do not take any exits. Continue to stoplight at overpass. Turn left, and then turn right just before Bojangles Restaurant. Travel across a large parking lot between East Carolina Bank and the NC TeleCenter and park in front.

**From North (Virginia, Ahoskie, Windsor, Edenton),** take Hwy 13/17 to intersection of Old Hwy 64. Turn right and enter parking lot behind Bojangles Restaurant and between East Carolina Bank and the NC TeleCenter. Park in front.

**NC DOT Training Center** – 313 Chapanoke Road; Raleigh, NC 27603 (919) 662-3582 - <http://www.ncdot.org/IT/Technical%5FServices/training/Maps.html>

Please click on the link above to get a map for directions or use the address to find directions from a particular location. Look under the Raleigh Training Area Facilities for Chapanoke Road. There are also instructions detailing how to find Rooms 201 and 202 in the Written Directions link. Rooms 203 and 204 are directly across the hall. Just remember to look for the big blue door after coming off the elevator.

**Division of Information Resource Management (DIRM)** – 695 Palmer Drive; Dorothea Dix Campus; Raleigh, NC 27603 (919) 855-3000 - <http://dirm.state.nc.us/dirmhome/mapdirections.html> To access a copy of the map right click on the following link and select ‘Open Hyperlink.’

**From Asheville, Winston-Salem/Greensboro, Durham/Chapel Hill, RDU International Airport,** I-40 East, Take the LAKE WHEELER ROAD exit (exit number 297), Turn LEFT onto LAKE WHEELER ROAD, Turn LEFT onto GOODE DRIVE to enter the DIX CAMPUS, Turn RIGHT on BIGGS DRIVE, Turn RIGHT on PALMER DRIVE

**From Fayetteville,** I-95 North, Take the I-40 exit, exit number 81, towards RALEIGH/WILMINGTON, Keep LEFT at the fork in the ramp, Take I-40 West/Inner Beltline (toward Durham), Take the LAKE WHEELER ROAD exit (exit number 297), Turn RIGHT onto LAKE WHEELER ROAD, Turn LEFT onto GOODE DRIVE to enter the DIX CAMPUS, Turn RIGHT on BIGGS DRIVE, Turn RIGHT on PALMER DRIVE

**From Wilmington,** I-40 West, Take I-40 West/Inner Beltline (toward Durham), Take the LAKE WHEELER ROAD exit (exit number 297), Turn RIGHT onto LAKE WHEELER ROAD, Turn LEFT onto GOODE DRIVE to enter the DIX CAMPUS, Turn RIGHT on BIGGS DRIVE, Turn RIGHT on PALMER DRIVE

**From Rocky Mount,** US-64 WEST, Take the I-440 SOUTH/INNER BELTLINE ramp (towards BENSON), Take the LAKE WHEELER ROAD exit (exit number 297), Turn RIGHT onto LAKE WHEELER ROAD, Turn LEFT onto GOODE DRIVE to enter the DIX CAMPUS, Turn RIGHT on BIGGS DRIVE, Turn RIGHT on PALMER DRIVE

**From Henderson,** US-1 South, US-1 becomes CAPITAL BLVD., Take the I-440 EAST/INNER BELTLINE ramp (towards ROCKY MOUNT), Take the LAKE WHEELER ROAD exit (exit number 297), Turn RIGHT onto LAKE WHEELER ROAD, Turn LEFT onto GOODE DRIVE to enter the DIX CAMPUS, Turn RIGHT on BIGGS DRIVE, Turn RIGHT on PALMER DRIVE

CC: Phillip Hoffman  
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